



Position Description: Director of Family Ministries

Summary: To provide for the creation and direction of ministries in Christ-centered spiritual formation for congregational families and lead broader engagement with community families. The Director of Family Ministries oversees church-based age-level ministries for children, ministries geared toward whole family participation, and ministries helping the church better connect with families of our local community.

Classification: This is full-time, exempt position supervised by the Lead Pastor with a salary range of \$42,000–47,000.

Essential Job Responsibilities

- Work with church members to create and supervise effective teams ministering to specific age-level needs, especially with children, but also extending to families with children and youth at home.
- Ensure the development and implementation of unified and engaging ministries for children, youth, and families, including but not limited to: Sunday School, Vacation Bible School, Upward Sports, fellowship opportunities for families, and intergenerational activities/initiatives.
- Recruit, develop, and manage necessary resources for ministry implementation (e.g. volunteers, staff, finances/budgets, etc.).
- Coordinate work with and support the position of Director of Youth Ministries (shared between three congregations).
- Coordinate missionally-driven church-wide initiatives or events to actively engage congregational members and families in our local neighborhoods, such as (but not limited to): July 4 community picnic, Fall event (such as "Halloweendaze").
- Assist the Sr. Pastor in providing visitation, prayer, and spiritual support to children, youth, and/or families during times of crisis/need.

Additional Responsibilities

- Additional related duties may be assigned by the Lead Pastor or SPRC as needed to support the health and vitality of the congregation in its mission.

Additional Employment Expectations

- Office office space and computer/IT equipment for the Director will be provided at St. Paul's.
- Director will communicate and pursue adequate onsite presence at St. Paul's UMC to connect, plan, and lead with other ministry staff, parents, and volunteers, including attending weekly St. Paul's staff meeting.
- Direct supervision of the Director shall be provided by the Lead Pastor of St. Paul's. The St. Paul's Staff Parish Relations Committee (SPRC) shall be the HR team supporting the Director, with one member of the SPRC assigned as a liaison.

- The Director will function under the established Personnel Policies of St. Paul's United Methodist Church, and any related oversight provided by *The Book of Discipline of The United Methodist Church*.

Key Qualifications

- Bachelor's degree in education, and/or equivalent experience in education, is required. Advanced degree in a related field is preferred.
- Knowledge and/or work experience of the developmental stages of children and youth.
- Active professing Christian. Ability to accept the differences present within the base of a modern, mainline, Protestant faith community is necessary. Background in The United Methodist Church is preferred.
- Ability to work both independently and in a team environment.
- Demonstrated skills in leadership, organization, communication, and relationship-building.
- Previous experience managing and supervising others preferred.
- Previous experience and fundamental knowledge of fundraising and budget management is preferred.

Salary and Benefits

- Salary shall be in a range commensurate with education and experience for this position.
- Benefits will include an accountable reimbursement plan for expenses for personal development, four weeks paid vacation, and one paid week off for purpose of continuing education.

For ADA Compliance, the following are anticipated physical requirements of this position:

	Rarely (0–24%)	Occasionally (25–49%)	Often (50–74%)	Regularly (75-100%)
Hearing: Must be able to hear well enough to communicate with others.				X
Sitting			X	
Standing / Walking			X	
Reaching / Climbing		X		
Stooping / Kneeling / Crawling		X		
Lifting / Carrying up to 50 lbs				X
Pulling / Pushing up to 100 lbs		X		
Holding / Grasping / Fingering / Feeling: Must be able to handle tools, equipment, and supplies as needed.		X		
Seeing: Must be able to read typed or handwritten information.				X
Seeing: Must be able to utilize computer and/or cellphone.				X